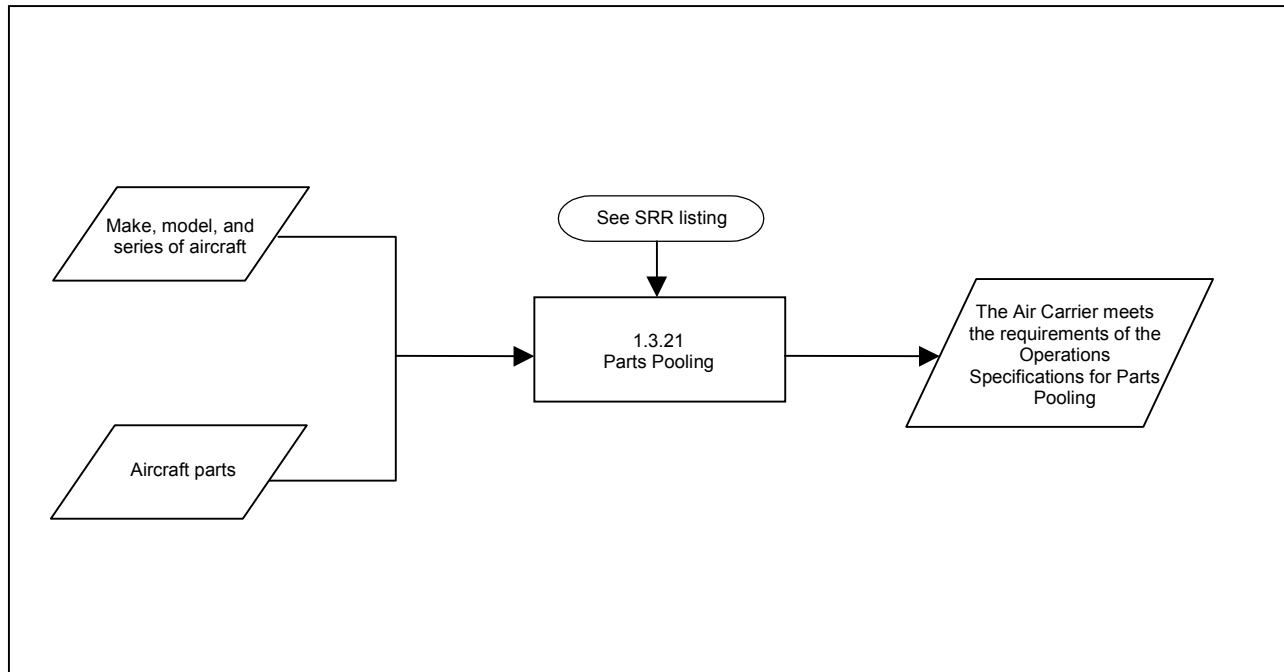


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 1.3.21 Parts Pooling

Purpose of this Element (Air Carrier's responsibility): To insure its Parts Pooling activities are performed in accordance with policies, procedures and controls as specified in Operation Specifications D081.

Objective (FAA responsibility):

To determine if the air carrier's Parts Pooling process includes safety attributes.

Inputs:

- Make, Model, and Series of Aircraft
- Aircraft Parts

Outputs:

- Aircraft parts which meet Type Design and are serviceable

Performance Measures:

- The Air Carrier meets the requirements of the Operations Specifications for Parts Pooling.

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SUPPLEMENTAL INFORMATION

This is a deviation from 14 CFR 121.361 (a).

SRR	Intent
121.361 (b)	To require that carriers using parts pooling assure that all work performed on those parts is accomplished in accordance with certificate holder's manual.

Other CFRs and/or FAA Guidance:

- 14 CFR 121.367(c) Maintenance, preventive maintenance, and alterations programs
- 14 CFR 121.361(a) Applicability
- FAA Order 8300.10 Vol 2, Chap 82 "Evaluate FAR Part 121 Extended Range Operations with Two-Engine Aircraft (ETOPS)"
- FAA Order 8300.10 Vol 2, Chap 84 "FAR Part 121 Operations Specifications"
- FAA Order 8300.10 Vol 2, Chap 87 "Approve Parts / Parts Pool / Parts Borrowing"
- HBAW 96-05C, "Air Carrier Operations Specifications Authorization to Make Arrangements with Other Organizations to Perform Substantial Maintenance"
- Operations Specifications Paragraph D081
- 14 CFR Part 129 Preamble 65FR33751
- Additional guidance regarding ICAO Categories can be obtained at <http://faa.gov/avr/iasa>
- Refer to Advisory Circulars using a search engine (such as ATP Navigator or Summit)

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1.3.21 Parts Pooling

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Parts Pooling process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Parts Pooling process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Parts Pooling process with the person.

To meet this objective, the inspector will answer the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Parts Pooling process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.3.21 Parts Pooling

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Parts Pooling process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Parts Pooling process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Parts Pooling process with the person.

To meet this objective, the inspector will answer the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Parts Pooling process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.3.21 Parts Pooling

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Parts Pooling process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Parts Pooling process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Parts Pooling process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Parts Pooling process to gain an understanding of the procedures.

To meet this objective, the inspector will answer the following questions:

1. Do written procedures exist to achieve the desired result of the Parts Pooling process:

1.1 Do written procedures provide detailed instructions and information for parts pooling?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the Parts Pooling process consistent?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Parts Pooling process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.3.21 Parts Pooling

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Parts Pooling process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Parts Pooling process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Parts Pooling process with appropriate personnel to gain an understanding of the controls.
4. Observe the Parts Pooling process to gain an understanding of the controls.

To meet this objective, the inspector will answer the following questions:

1. Are the following checks and restraints built into the Parts Pooling process:

1.1 Does the Air Carrier have Operations Specifications authorizing parts pooling?

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.2 Does the Air Carrier have a contract(s) or written agreement(s) for parts pooling?

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.3 Does the Air Carrier limit the contract(s) or agreement(s) for parts pooling to International Civil Aviation Organization (ICAO) members classified by the International Aviation Safety Assessment (IASA) program as Category 1?¹

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2. Do the checks and restraints ensure the desired result is achieved for the Parts Pooling process?

☐ YES **If no, explain:**
☐ NO

3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Parts Pooling process?

☐ YES **If no, explain:**
☐ NO

4. Does the air carrier have the resources to support the checks and restraints for the Parts Pooling process?

☐ YES **If no, explain:**
☐ NO

¹ Current IASA category determinations for countries included in the IASA categorization system are available on the FAA web-site at <http://faa.gov/avr/iasa>

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1.3.21 Parts Pooling

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses its Parts Pooling process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Parts Pooling process.
2. Discuss the Parts Pooling process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Parts Pooling process to gain an understanding of the process measures.

To meet this objective, the inspector will answer the following questions:

1. <Deleted>

2. Does the air carrier's Parts Pooling process include the following process measurements?

2.1 *The Air Carrier audits the parts pooling program to ensure that it complies with the Operations Specifications and that the parts meet the Type Design and are serviceable.*

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2.2 *The Air Carrier reviews the program to assure that the contract(s) or agreement(s) for parts pooling is limited to International Civil Aviation Organization (ICAO) members classified by the International Aviation Safety Assessment (IASA) program as Category 1 ?²*

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES **If no, explain:**
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES **If no, explain:**
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES **If no, explain:**
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES **If no, explain:**
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Parts Pooling process?

☐ YES **If no, explain:**
☐ NO

8. Does the air carrier have the resources to support the process measurement for the Parts Pooling process?

☐ YES **If no, explain:**
☐ NO

² Current IASA category determinations for countries included in the IASA categorization system are available on the FAA web-site at <http://faa.gov/avr/iasa.htm>

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1.3.21 Parts Pooling

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Parts Pooling process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Parts Pooling process.
2. Discuss the Parts Pooling process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Parts Pooling process to gain an understanding of the interfaces.

To meet this objective, the inspector will answer the following questions:

1. Are the following interfaces identified for the Parts Pooling process:

<i>1.1 Aircraft Airworthiness Requirements (Element 1.1.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.2 Appropriate Operational Equipment (Element 1.1.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.3 Airworthiness Release or Log Book Entry (Element 1.2.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.4 Maintenance Log/Recording Requirements (Element 1.2.3)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.5 Maintenance Program (Element 1.3.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.6 Inspection Program (Element 1.3.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.7 RII (Element 1.3.4)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.8 Outsource Organization (Element 1.3.7)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.9 Parts/Material Control/SUP (Element 1.3.10)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A

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1.3.21 Parts Pooling

SECTION 6 – INTERFACES ATTRIBUTE

1.10 Continuous Analysis and Surveillance (CAS) (Element 1.3.11)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.11 GMM/Equivalent (Element 1.3.14)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.12 Maintenance Training Program (Element 4.2.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.13 RII Training Requirements (Element 4.2.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.14 Director of Maintenance (Element 7.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.15 Chief Inspector (Element 7.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.16 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.17 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.18 Manual Distribution (Element 2.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.19 Manual Availability (Element 2.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Parts Pooling process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO